

☐ UNCLASSIFIED ☐ INTERNAL ☐ CONFIDENTIAL ☒ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Advance Account No. 013842

FROM: Howard Hunt C/DO/OPRP Room 563, Matomic		EXTENSION 3117	NO. DATE 21 August 1963
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. DO/B&F		8/21	<p>1-2</p> <p>Realize Such a claim must have approval of Operating Div. It is our understanding J.M.A.T.E. is terminated and SAS is not a continuation of this is correct should this claim go SBA/DDS as where —</p> <p>Believe Fin. Div should ascertain if this claim can be paid &amp; advise the correct channel</p> <p><i>ALP Smith</i></p> <p>5605 11/1/64</p> <p><b>RETURN TO CIA</b> Background Use Only Do Not Reproduce</p>
2. Accounts Receivable Unit Accounts Branch, FD Room 6-E-13			
3. Headquarters			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

FORM 3-62

610

USE PREVIOUS EDITIONS

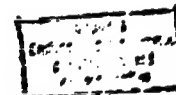
☐ SECRET☐ CONFIDENTIAL☐ INTERNAL USE ONLY☐ UNCLASSIFIED

21 August 1963

MEMORANDUM FOR: Chief, Finance Division  
THROUGH : Accounts Receivable Unit, Accounts Branch  
Finance Division, Room 6-E-13, Headquarters  
SUBJECT : Reimbursement for JMATE Operational Expend-  
iture  
REFERENCE : Advance Account - No. 013842

1. After termination of my assignment with JMATE at JMWAVE, I was billed for repayment of advance account in the amount of \$303.44, which sum I paid by personal check No. 3337, dated 16 July 1962, FD Receipt No. 4944, dated 19 July 1962.
2. Payment was made with reservations, since at the time of my departure from the JMWAVE area the Finance Officer estimated that when my accountings were reconciled they would reflect a credit in my favor of several hundred dollars. Therefore, I was surprised to find myself in a debit position when the accounting was finally completed. Although I would have been authorized to voucher the balance, I assumed that all credits had been taken into account, and so did not exercise the option.
3. In early May, 1963, I received a telephone call from Mrs. Lucia R. Hardester who had been my Administrative Assistant at JMWAVE. She was departing the following day PCS for Rabat and wished to inform me that in packing she had come across a receipt signed by Spencer O. TERTELING (P) in the amount of \$500 which, she said, she had neglected to turn in to the JMWAVE Finance Officer to be credited against my account. The following day I received through the mail the receipt in question which is forwarded herewith as Attachment A.
4. In the interim, DODS B&F conducted a search of the accountings relevant to my advance account and were unable to establish that an entry had been processed reflecting credit of the \$500 TERTELING receipt. This accords with the prior failure of the receipt to have been forwarded to JMWAVE Finance as it should have.
5. Based on the above, Mrs. Hardester's statement and my own recollection of events and accounting procedures then

SECRET



3/80

in effect at JMWAVE, I am requesting reimbursement in the amount of \$500.00 as substantiated by the attached receipt.

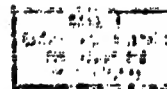
6. Your approval is requested.

*Howard Hunt*  
HOWARD HUNT  
Chief  
DO/OPRP

Attachment -  
Receipt dtd 1 May 1961,  
in amt of \$500, signed  
by Spencer O. TERTELING (P)

- 2 -

SECRET



SECRET

Obtained from

1 May

(1) 61.

Five hundred

Dollars.

\$ 500.00

*Spencer's*

*James L. Beardsley*

100-1-100-1

**SECRET**

205-2-246

 $\frac{3}{8} \times 10$